



## Diversity of cultural expressions

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pour l'éducation,  
la science et la culture

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### INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS

Sixth Ordinary Session  
Paris, UNESCO Headquarters  
10 - 14 December 2012

**Item 8 of the provisional agenda:** Preliminary draft revisions to the Guidelines on the use of the resources of the International Fund for Cultural Diversity (IFCD)

In accordance with Decision 5.IGC 6 paragraph 10, this document presents preliminary draft revisions to the Guidelines on the use of the resources of the IFCD.

Decision required: paragraph 5

1. At its fifth ordinary session in December 2011, the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Committee”) requested the Secretariat to submit to its next ordinary session preliminary draft revisions to the IFCD Guidelines, taking into account the results of the evaluation of the pilot phase of the IFCD and debates held at its fifth ordinary session (Decision 5.IGC 6, Resolution 3.CP 11). The final report of the evaluation conducted by UNESCO’s Internal Oversight Service (hereinafter “IOS”) is presented in Document CE/12/6.IGC/7.

2. At this session the Committee is to examine the preliminary draft revisions to the IFCD Guidelines as annexed to this document and consider them for adoption. These revisions are based on the final IOS report, on Resolutions adopted by the Conference of Parties at its third session, on Decisions of the Committee at its third, fourth and fifth ordinary sessions as well as on feedback received by members of the Panel of Experts.

3. The main IOS recommendations that specifically target changes in the preliminary draft revisions to the IFCD Guidelines are outlined below.

- 3.1 *Objectives of the IFCD:* IOS recommended that the IFCD develop a more strategic focus aligned with Article 14 of the Convention on international cooperation for development, thus distinguishing it from other funds and ensuring that its resources are used in the most effective way possible, in particular to provide support for projects that may have structuring effects / sustainable impact.
- 3.2 *Pre-selection process of projects at the national level:* the report has recommended the establishment of a diversified pre-selection panel at country level including members of National Commissions, representatives of UNESCO Field Offices, Ministries of Culture and/or other Ministries responsible for the cultural industries, representatives of national NGOs.
- 3.3 *Fields of activity:* in order to bring clarity to the fields of activity supported through the IFCD, IOS recommended the following:
  - Link “capacity building” directly with the introduction of cultural policies or the creation and/or strengthening of cultural industries;
  - Remove preparatory assistance from the fields of activity in the IFCD guidelines because existing management procedures and timelines are not adapted to the requirements of this kind of assistance;
  - Enlarge the scope of cultural policies to better reflect Article 14 of the Convention to strengthen cultural industries developing countries;
  - Avoid funding ongoing activities with recurring costs unless their continuation is assured beyond the project period<sup>1</sup>;
  - Further clarify the meaning for “institutional infrastructure”.
- 3.4 *Beneficiaries:* in order to avoid conflict of interest, IOS recommends that National Commissions and any other organization(s) participating in the pre-selection process of projects be ineligible to apply for IFCD funding
- 3.5 *Funding and submission ceilings:* given the goal of the IFCD to facilitate structural change, IOS recommends that the timeframe for projects be expanded to a period of two years.
- 3.6 With regard to the *Panel of Experts*, IOS recommended the introduction of formal selection criteria and working modalities as follows:

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<sup>1</sup> For example, payment of salaries to teachers in newly-established training facilities.

- *Selection process*: IOS recommended applying specific criteria in the selection of experts, confirming that a six-member Panel is sufficient to carry out all relevant evaluation responsibilities. Members should be rotated to ensure continuity by replacing at least one expert per year, and allowing each expert to serve a maximum of four years. It was recommended that the Secretariat propose names of potential experts to the Committee for its approval;
- *Working modalities*: each application should be assessed by two experts, and no expert should assess a project from his/her country. IOS also recommended that the Secretariat continue its training to experts with the addition of a face-to-face meeting in Paris.

3.7 On the *evaluation of projects* for IFCD funding, IOS identified sustainability as the most challenging assessment criteria and recommended that it be understood as structural effects<sup>2</sup>. In addition to demonstrating structural effects, IOS recommended that projects be evaluated on the basis that they could serve as potential cases of good practice and on how they promote gender equality.

3.8 In terms of *monitoring*, IOS recommended the introduction of a results-based project monitoring framework by the Secretariat of the Convention and to define a role for UNESCO Field Offices in the Guidelines that would include ensuring complementarity and synergies between IFCD-funded projects and other UNESCO work at the country level.

4. The annexed table presenting the preliminary draft revisions to the IFCD Guidelines is divided into three columns distinguishing the changes between the original and revised texts and indicating the origin of the change with the corresponding IOS recommendation number, references to paragraphs in the IOS evaluation report, to relevant Conference of Parties Resolutions or Committee Decisions.

5. The Committee may wish to adopt the following decision:

#### **DRAFT DECISION 6.IGC 8**

*The Committee,*

1. Having examined documents CE/12/6.IGC/7 and its Annex II and CE/12/6.IGC/8 and its Annex;
2. Recalling Resolution 3.CP 11 of the Conference of Parties and its Decisions 3.IGC 5, 4.IGC 10A, 5.IGC 6 and 5.IGC 7;
3. Adopts the revised draft IFCD Guidelines as annexed to this decision;
4. Requests the Secretariat to transmit the revisions to the IFCD Guidelines to the Conference of Parties at its fourth ordinary session in June 2013 for its approval.

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<sup>2</sup> “Assessing sustainability from the point of view of whether the projects have produced any structural effects or whether they have put in place any measures and created the conditions for future structural effects to take hold. Structural effects are understood to be either effects at the policy level and/ or the development of and the concrete demonstration of beneficiaries commitment, intention and capacity to continue working towards the emergence of a dynamic cultural sector” (IOS Evaluation, § 124).

ANNEX

Guidelines on the use of the resources of the  
International Fund for Cultural Diversity (IFCD)

PRELIMINARY DRAFT REVISIONS

Guidelines approved by the Conference of Parties at its second session (June 2009)	Proposed Revisions <sup>1</sup> (December 2012)	Observations
<b>Objectives and general aspects</b>	<del>Objectives and general aspects</del> <b><i>Strategic considerations and objectives</i></b>	
1. The purpose of the Fund is to finance projects and activities decided by the Committee on the basis of guidelines determined by the Conference of Parties, notably to support cooperation for sustainable development and poverty reduction in order to foster the emergence of a dynamic cultural sector in developing countries, in accordance with Article 14 of the Convention (Article 3 of the Financial Regulations of the Fund).	1. The purpose of the <b><i>International Fund for Cultural Diversity (IFCD)</i></b> Fund is to finance projects and activities <del>decided</del> <b><i>approved</i></b> by the <b><i>Intergovernmental</i></b> Committee ( <b><i>herein after “the Committee”</i></b> ) on the basis of guidelines determined by the Conference of Parties, notably to <del>support</del> <b><i>facilitate international</i></b> cooperation for sustainable development and poverty reduction <del>in order to foster the emergence of a dynamic cultural sector</del> <b><i>to foster the emergence of dynamic cultural sectors</i></b> in developing countries <sup>2</sup> , in accordance with Article 14 of the Convention (Article 3 of the Financial Regulations of the <b><i>IFCD</i></b> Fund).	
	<b><i>2. The main objective of the IFCD is to invest in projects that lead to structural change as a result of the introduction and development of policies and strategies, the reinforcement of professional capacities and organizational structures that have a direct effect on the creation, production, distribution, of and access to a diversity of cultural goods, services and activities.</i></b>	IOS evaluation called for a more clear strategic direction, emphasizing that the objective of IFCD is to support projects that are sustainable i.e. that they to produce structural effects/ change IOS Recommendations 5 and 6 IOS Evaluation § 77, § 79, § 124

<sup>1</sup> Legend: original text of guidelines; ~~deleted text~~; ***new text (in bold and italic)***.

<sup>2</sup> ***Parties to the UNESCO 2005 Convention on the Protection and the Promotion of the Diversity of Cultural Expressions that are recognized by UNCTAD as developing economies, economies in transition and least developed countries.*** IOS evaluation § 203.

	<b>3. IFCD projects demonstrate the value and opportunities that the cultural industries bring to sustainable development processes, in particular to economic growth and the promotion of a decent quality of life.</b>	IOS Evaluation § 76
2. The Fund will be managed as a Special Account pursuant to Article 1.1 of its Financial Regulations and, given its multi-donor nature, cannot receive tied or earmarked contributions.	<b>4.</b> The <del>IFCD Fund</del> will be managed as a Special Account pursuant to Article 1.1 of its Financial Regulations and, given its multi-donor nature, cannot receive tied or earmarked contributions.	
3. Use of the Fund's resources must be consistent with the spirit and provisions of the Convention. Pursuant to Articles 18.3(a) and 18.7, Parties shall endeavour to provide voluntary contributions on an annual basis. The Committee encourages Parties to provide contributions on an annual basis, the amount being at least equal to 1% of their contribution to UNESCO budget. The resources of the Fund will be used in favour of developing and least-developed countries. Public development aid which is not tied may be used to finance the activities of the Fund for projects and programmes decided by the Committee in accordance with the provisions governing UNESCO Special Accounts.	<b>5.</b> Use of the <del>IFCD's Fund's</del> resources must be consistent with the spirit and provisions of the Convention. Pursuant to Articles 18.3(a) and 18.7, Parties shall endeavour to provide voluntary contributions on an annual basis. The Committee encourages Parties to provide contributions on an annual basis, the amount being at least equal to 1% of their contribution to <del>the UNESCO budget</del> . The resources of the <del>IFCD Fund</del> will be used <b>to fund projects</b> in favour of developing and least-developed countries. Public development aid which is not tied may be used to <b>fund</b> finance the activities of the <del>IFCD Fund</del> for projects and programmes <b>approved</b> decided by the Committee in accordance with the provisions governing UNESCO Special Accounts.	
4. In managing the Fund, the Committee shall ensure that the use of the resources:	<b>6.</b> In managing the <del>IFCD Fund</del> , the Committee shall ensure that the use of the resources:	
4.1 meets the programmatic priorities established by the Committee;	<b>6.1</b> meets the programmatic <b>and strategic</b> priorities established by the Committee;	IOS Recommendation 6
4.2 meets the needs and priorities of beneficiary developing countries, especially least-developed countries, including, inter alia, promotion of South-South and North-South-South cooperation;	<b>6.2</b> meets the needs and priorities of beneficiary developing countries; <del>especially least-developed countries, including, inter alia, promotion of South-South and North-South-South cooperation;</del>	
	<b>6.3</b> <b>promotes</b> South-South and North-South-South cooperation;	
4.3 contributes to achieving concrete and sustainable results as well as structural impacts, where appropriate, in the cultural field;	<b>6.4</b> contributes to achieving concrete and sustainable results as well as structural impacts, <del>where appropriate, in the cultural field;</del>	

4.4 respects the principle of ownership by the beneficiaries;	<b>6.5</b> respects the principle of ownership by the beneficiaries;	
4.5 respects, to the extent possible, an equitable geographic distribution of the resources of the Fund and gives priority to States Parties who have not yet benefited or who have benefited the least from these resources;	<b>6.6</b> respects, to the extent possible, an equitable geographic distribution of the resources of the <b>IFCD Fund</b> and gives priority to <b>States Parties</b> who have not yet benefited or who have benefited the least from these resources;	
4.6 satisfies the principle of financial accountability, as understood within the United Nations system;	<b>6.7</b> satisfies the principle of financial accountability, as understood within the United Nations system;	
4.7 satisfies the need for funds to be spent principally on programmes and ensuring minimum overhead costs;	<b>6.8</b> satisfies the need for funds to be spent principally on <del>programmes</del> <b>project activities</b> and ensuring minimum overhead <b>costs as referred in paragraph 15.7;</b>	
4.8 avoids spreading resources too thinly or supporting sporadic activities;	<b>6.9</b> avoids spreading resources too thinly or supporting sporadic activities;	
	<b>6.10 promotes gender equality;</b>	IOS Recommendation 14
	<b>6.11 promotes the participation of various social groups as identified in Article 7 of the Convention in the creation, production, disseminate, distribution and enjoyment of diverse cultural expressions;</b>	Former paragraph 9.1.6 enhanced to reflect IOS Evaluation § 77 and § 79 and Article 7 of the Convention
4.9 complements other international funds covering similar fields without, however, compromising the Fund's possibility to provide funding to projects that have already received or could receive financial assistance from a third party.	<b>6.12</b> complements other international funds covering similar fields without, however, compromising the <b>IFCD's Fund's</b> possibility to provide funding to projects that have already received or could receive financial assistance from a third party.	
5. These guidelines will apply during a pilot phase lasting 36 months from the date of their approval by the Conference of Parties. During this phase, effective management mechanisms will be put in place and tested in accordance with the administrative and financial regulations of UNESCO. An evaluation of these mechanisms, their results and the effectiveness of the management of the Fund will be carried out six months before the end of the pilot phase. The findings of this evaluation will be submitted to the Committee with a view to a possible revision of the guidelines.	<del>5. These guidelines will apply during a pilot phase lasting 36 months from the date of their approval by the Conference of Parties. During this phase, effective management mechanisms will be put in place and tested in accordance with the administrative and financial regulations of UNESCO. An evaluation of these mechanisms, their results and the effectiveness of the management of the Fund will be carried out six months before the end of the pilot phase. The findings of this evaluation will be submitted to the Committee with a view to a possible revision of the guidelines.</del>	IFCD pilot phase completed in June 2012. To reflect IOS Recommendation 35 regarding the next evaluation see new paragraph 22.

Fields of activity	Fields of activity <i>Areas of intervention</i>	This section has been revised on the basis of : IOS Evaluation § 73-79, § 86 and Article 14 of the Convention and its Operational Guidelines
6. The use of the Fund may take the form of legal, technical, financial or material support, or the form of expertise, and will be allocated:	<del>6. The use of the Fund may take the form of legal, technical, financial or material support, or the form of expertise, and will be allocated:</del>	
6.1 For programmes/projects:	<b>7. Funds and will be allocated for programmes/projects that.</b>	
6.1.1 introducing cultural policies, where appropriate, and strengthening the corresponding institutional infrastructure;	<b>7.1. introducing and/or develop cultural policies and strategies , where appropriate, and strengthening the corresponding institutional infrastructure that have a direct effect on the creation, production, distribution, and access to a diversity of cultural goods, services and activities:</b>	
	<b>7.2 strengthen corresponding institutional infrastructure<sup>3</sup>, including professional capacities and organizational structures, deemed necessary to support viable local and regional cultural industries and markets in developing countries;</b>	
	<b>7.3 raise awareness on the Convention and its implementation by different public, private and civil society stakeholder groups.</b>	
6.1.2 capacity-building;	6.1.2 capacity-building;	
6.1.3 strengthening of the existing cultural industries;	6.1.3 strengthening of the existing cultural industries;	
6.1.4 creating new cultural industries.	6.1.4 creating new cultural industries.	
6.2 for special situations as laid down in Articles 8 and 17 of the Convention and the operational guidelines relating to them.	<del>6.2 for special situations as laid down in Articles 8 and 17 of the Convention and the operational guidelines relating to them.</del>	IOS Evaluation § 80

<sup>3</sup> *Institutional infrastructure is to be understood as any public, collective and professional organizational structures (excluding working space and equipment, physical construction or restoration of buildings), capacities as well as legislative (legal) and administrative provisions deemed necessary for the implementation of policies as defined in § 7.1. Recommendation of the IOS evaluation as well as Committee's Decision (4.IGC 10A, § 13 e) on the need for a more clear definition on institutional infrastructure.*

<p>6.3 for preparatory assistance. Such assistance may be requested to identify the specific needs of developing countries that are Parties to the Convention and to prepare their requests for assistance.</p>	<p><del>6.3 for preparatory assistance. Such assistance may be requested to identify the specific needs of developing countries that are Parties to the Convention and to prepare their requests for assistance.</del></p>	<p>IOS Recommendation 30 IOS Evaluation § 215</p>
<p>6.4 for assistance for participation, within the limits of funding decided by the Committee. This assistance may cover:</p>	<p><b>7.4 Funds will be allocated</b> for assistance for participation, within the limits of funding decided by the Committee. This assistance may cover:</p>	
<p>6.4.1 the cost of participation of public or private organizations or individuals from developing countries invited by the Committee to its meetings for consultation on specific issues in conformity with Article 23.7 of the Convention;</p>	<p><b>7.4.1</b> the cost of participation of public or private organizations or individuals from developing countries invited by the Committee to its meetings for consultation on specific issues in conformity with Article 23.7 of the Convention;</p>	
<p>6.4.2 the cost of participation at the meetings of the organs of the Convention by government experts from least-developed countries that are members of the Committee, upon their request.</p>	<p><b>7.4.2</b> the cost of participation at the meetings of the organs of the Convention by government experts from least-developed countries that are members of the Committee, upon their request. <b>Requests must reach the Secretariat of the Convention at least two months before each Committee meeting or Conference of Parties session.</b></p>	<p>Former paragraph 14</p>
<p>6.5 for the evaluation of programmes/projects by an expert panel, to be constituted by the Committee, before their submission for examination to the Committee.</p>	<p><b>7.5 Funds will be allocated</b> for the evaluation of programmes/projects by an expert panel, to be constituted by the Committee, before their submission for examination to the Committee. <b>Funds will also be allocated for training, including a meeting between the Secretariat and the members of the Expert Panel every 2 years in Paris.</b></p>	<p>IOS Recommendation 27 IOS Evaluation § 195 Feedback from IFCD Panel of Experts</p>
<p>7. Programmes/projects and requests aimed at offsetting a deficit, repaying a debt or paying interest or relating solely to the production of cultural expressions will not be eligible for assistance from the Fund.</p>	<p><del>8.7 Programmes/Projects and requests aimed at offsetting a deficit, repaying a debt or paying interest, or relating solely to the production of cultural expressions</del> <b>or sustaining ongoing activities with recurring costs</b>, will not be eligible for assistance from the <b>IFCD Fund</b>.</p>	<p>IOS evaluation § 87</p>
<p>8. At each of its sessions, on the basis of the funds available in the Special Account, the Committee will draw up a budget for each of the above-mentioned types of assistance.</p>	<p><del>8-9.</del> At each of its sessions, on the basis of the funds available in the Special Account, the Committee will <del>draw up</del> <b>adopt</b> a budget for each of the above-mentioned types of assistance.</p>	
<p><b>Beneficiaries</b></p>	<p><b>Beneficiaries</b></p>	
<p>9. Entitled to benefit from the Fund:</p>	<p><del>9</del> <b>10.</b> Entitled to benefit from the <b>IFCD Fund</b>:</p>	

9.1 For programmes and projects:	<del>10.1 For programmes and projects:</del>	
9.1.1 all developing countries which are Parties to the Convention;	<del>10.1.1 all developing countries which are Parties to the Convention;</del>	
9.1.2 all State Parties to the Convention which have determined the existence of special situations on their territory in conformity with Articles 8 and 17 of the Convention and related operational guidelines;	<del>9.1.2 all State Parties to the Convention which have determined the existence of special situations on their territory in conformity with Articles 8 and 17 of the Convention and related operational guidelines;</del>	IOS Evaluation § 80
9.1.3 non-governmental organizations coming from developing countries that are Parties to the Convention, which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the operational guidelines relating to the role and participation of civil society;	<del>10.1.2 non-governmental organizations (<b>NGOs</b>) coming from developing countries that are Parties to the Convention, which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the operational guidelines relating to the role and participation of civil society;</del>	
9.1.4 international non-governmental organizations, which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the operational guidelines relating to the role and participation of civil society, and which present projects with impact at the sub-regional, regional or inter-regional level;	<del>10.1.3 international non-governmental organizations (<b>INGOs</b>), which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the operational guidelines relating to the role and participation of civil society; and which present projects with impact at the sub-regional, regional or inter-regional level;</del>	Moved to new § 13.3
9.1.5 micro, small and medium enterprises of the private sector active in the cultural field of developing countries that are Parties to the Convention, to the limit of available funds from contributions provided by the private sector, in full conformity with the domestic laws of the Parties concerned;	<del>10.1.4 micro, small and medium enterprises of the private sector active in the cultural field of developing countries that are Parties to the Convention, to the limit of available funds from contributions provided by the private sector, in full conformity with the domestic laws of the Parties concerned;</del>	
9.1.6 representatives of vulnerable groups and other social groups identified in the Convention.	<del>9.1.6 representatives of vulnerable groups and other social groups identified in the Convention.</del>	Moved to new § 6.11
	<b>10.2 To avoid any conflict of interest, National Commissions and any other organizations participating in the pre-selection or approval of projects submitted to the Secretariat are not eligible for IFCD funding.</b>	IOS Recommendation 25 Decision 3.IGC 5 § 5.4
9.2 For participatory assistance:	<del>10.3 For participatory assistance:</del>	

9.2.1 public or private organizations or individuals from developing countries, in conformity with Article 23.7 of the Convention;	<b>10.3.1</b> public or private organizations or individuals from developing countries, in conformity with Article 23.7 of the Convention;	
9.2.2 governmental experts from least-developed countries, which are members of the Committee.	<b>10.3.2</b> governmental experts from least-developed countries, which are members of the Committee.	
9.3 For preparatory assistance: 9.3.1 developing countries, in conformity with paragraph 6.3 of the present operational guidelines.	<del>9.3 For preparatory assistance: 9.3.1 developing countries, in conformity with paragraph 6.3 of the present operational guidelines.</del>	IOS Recommendation 30
	<b>Funding and submission ceilings</b>	
	<b>11. Regarding the funding and submission ceilings, the following shall be taken into consideration:</b>	
	<b>11.1 the maximum amount requested from the IFCD for projects is US\$100,000;</b>	Decision 4.IGC 10A §13 a)
	<b>11.2 the project implementation period can be between 12 and 24 months;</b>	IOS Recommendation 11 IOS Evaluation § 127
	<b>11.3 National Commissions or other official channels designated by Parties can forward a maximum of four applications per funding cycle, two maximum per Party (public authority/institution) and two maximum from NGOs;</b>	Decision 4.IGC 10A §13 d)
	<b>11.4 each INGO may present a maximum of two applications per funding cycle with written support from beneficiary countries.</b>	Decision 4.IGC 10A §13 d)
	<b>Pre-selection process at the country level</b>	
	<b>12. Regarding the pre-selection process at the country level, the following shall be taken into consideration:</b>	
	<b>12.1 National Commissions or other official channels designated by the Parties shall launch a call for funding requests within their countries, setting appropriate deadlines that take into account the submission deadlines communicated by the Secretariat;</b>	

	<b>12.2 National Commissions or other official channels designated by the Parties shall form a pre-selection panel made up of representatives from UNESCO Field Offices, Ministries of Culture and/or other Ministries responsible for the cultural industries, and members of civil society organizations specializing in the field of culture to evaluate and pre-select projects to be submitted to the Secretariat;</b>	IOS Recommendation 24
	<b>12.3 the pre-selection panel is to undertake an assessment on how the projects are relevant, meet the country's needs and priorities, and have been subject to consultation among stakeholders.</b>	
<b>Procedure for the submission of funding requests</b>	<b>Procedure for the submission of funding requests</b>	
10. Funding requests are sent to the Secretariat of the Convention in French or English on the appropriate forms.	<del>40. Funding requests are sent to the Secretariat of the Convention in French or English on the appropriate forms.</del>	Moved to § 15
	<b>13. Regarding the procedure for the submission of funding requests, the following shall be taken into consideration:</b>	
	<b>13.1 The Secretariat shall launch the call for funding requests in January each year. All funding requests will be received by the Secretariat by 15 May at the latest. Those received after the deadline are considered ineligible;</b>	IOS Recommendation 21 Former § 13
11. Funding requests are submitted to the Secretariat of the Convention: 11.1 Through the National Commissions or other official channels designated by the States Parties:	<del>11.1.1 for their own requests;</del> <del>11.1.2 for special situations;</del> <del>11.1.3 for national NGOs;</del> <del>11.1.4 for the private sector active in the cultural field;</del> <del>11.1.5 for vulnerable and other social groups identified in the Convention.</del>	
11.1.1 for their own requests;	<b>13.2 Funding requests by Parties and NGOs are submitted to the Secretariat of the Convention through the National Commissions or other official channels designated by the States Parties, that ensure projects are relevant and meet the country's needs and priorities;</b>	
11.1.2 for special situations;		
11.1.3 for national NGOs;		
11.1.4 for the private sector active in the cultural field;		
11.1.5 for vulnerable and other social groups identified in the Convention.		

11.2 directly for INGOs whose programmes/projects are supported in writing by the States Parties beneficiaries concerned.	<del>11.2 directly for INGOs whose programmes/projects are supported in writing by the States Parties beneficiaries concerned.</del>	Moved to new § 11.4 and 13.3
	<b>13.3 Funding requests by INGOs are submitted directly to the Secretariat of the Convention with written support from the beneficiaries concerned to ensure projects are relevant and meet the beneficiary's needs and priorities. Funding requests by INGOs are submitted on a separate form and must demonstrate a sub-regional, regional or inter-regional impact;</b>	
	<b>13.4 Upon receiving the requests, the Secretariat will perform a technical assessment to ensure that the applications are complete, fall within the areas of intervention of the IFCD and therefore eligible. Upon completion, the Secretariat will forward eligible project files to the members of the Panel of Experts for evaluation.</b>	Former § 15.2
	<b>Funding Requests Forms</b>	
	<b>14. Forms provided by the Secretariat on the 2005 Convention website shall be used and considered the official funding request forms.</b>	
12. Requests for funding shall include:	<del>15. Requests for funding shall include</del> <b>All funding requests shall be submitted in either English or French and contain the following information:</b>	Former paragraph 10
	<b>15.1 background information about the beneficiary, including mission and activities, and biographical information about project staff members;</b>	Feedback from IFCD Panel of Experts
12.1 a brief summary of the programme/project;	<del>15.2</del> a brief summary of the programme/project;	
12.2 a programme/project outline (title, objectives, activities and expected results, including the cultural and social impact, beneficiaries, and a commitment to submit a report on the execution of the programme/project);	<del>15.3</del> a programme/project outline (title, objectives, <b>country context and needs assessment</b> , activities and expected results, including the cultural, and social and <b>economic</b> impact, beneficiaries, <b>and partnerships</b> and a commitment to submit a report on the execution of the programme/project);	Moved to new § 25

12.3 the name and address of the entity or representative that will hold financial and administrative responsibility for implementation of the programme/project;	<del>15.4</del> the name and address of the <del>entity or representative</del> <b>of the beneficiaries' organization</b> that will hold financial and administrative responsibility for implementation of the programme/project;	
12.4 a work schedule and time frame;	<del>15.5</del> a work schedule and time frame;	
	<b>15.6 measures to promote the sustainability of the proposed project;</b>	IOS Recommendation 13 IOS Evaluation § 124
12.5 a detailed budget, including the amount of funding sought from the Fund, as well as other sources of financing. Partial self-financing should be encouraged to the extent possible;	<del>15.7</del> a detailed budget, including the amount of funding sought from the <del>IFCD</del> , as well as other sources, of financing. <del>Partial self/</del> <b>co- funding</b> financing should be <del>is</del> encouraged to the extent possible. <b>Expenditures for project related overhead costs (including staff, rental of office space and communication costs), salaries of contractors, sub-contractors, consultants and experts and equipment required to implement the project are limited to a maximum of 30% of the total project budget;</b>	Feedback from IFCD Panel of Experts
12.6 any information relating to the status of completion of earlier funding requests from the Fund.	<del>15.8</del> any information relating to the status of completion of earlier funding requests from the <del>IFCD</del> Fund.	
13. All funding requests must reach the Secretariat of the Convention by 30 June each year to enable their evaluation by the Committee at its ordinary session before the end of the year.	<del>13.</del> All funding requests must reach the Secretariat of the Convention by 30 June each year to enable their evaluation by the Committee at its ordinary session before the end of the year.	Moved to new § 13.1
14. Requests for assistance for participation (6.4.2) must reach the Secretariat of the Convention at least two months before each Committee meeting. These requests will be subjected to a technical evaluation by the Chairperson and the Secretariat subject to the approved budget.	<del>14.</del> Requests for assistance for participation (6.4.2) must reach the Secretariat of the Convention at least two months before each Committee meeting. These requests will be subjected to a technical evaluation by the Chairperson and the Secretariat subject to the approved budget.	Moved to new § 7.3.2
	<b>Panel of Experts</b>	
	<b>16. A six-member Panel of Experts shall be proposed by the Secretariat to the Committee for its approval based on the following criteria:</b>	IOS Recommendations 17 and 18 Decision 3.IGC 5 §6
	– <b>Equitable geographical distribution and representation</b>	IOS Recommendation 17 Former § 15.3 Decision 3.IGC 5 § 5

	– <b>University degree or professional experience in the fields of cultural policy and/or cultural industries;</b>	IOS Recommendation 17 Decision 3.IGC 5 § 5
	– <b>Experience in evaluating projects;</b>	IOS Recommendation 17
	– <b>Work experience in international cooperation;</b>	IOS Recommendation 17 Decision 3.IGC 5 § 5
	– <b>In-depth work experience in one of the UNESCO regions;</b>	IOS Recommendation 17
	– <b>Gender equality;</b>	IOS Recommendation 17
	– <b>Fluency (oral and written) in English and/or French.</b>	IOS Recommendation 17 Decision 3.IGC 5 § 5
	<b>16.1 Members of the Panel of Experts have a four year mandate. Half can be renewed each two years in order to ensure the continuity of work.</b>	IOS Recommendation 27 IOS Evaluation § 196
	<b>16.2 A coordinator shall be designated from among the six members of the Panel of Experts by the members themselves.</b>	Decision 3.IGC 5 § 6
	<b>16.3 Training shall be provided to the Panel of Experts by the Secretariat including a meeting every 2 years in Paris.</b>	IOS Recommendation 27 IOS Evaluation § 195, § 196
	<b>16.4 The Panel of Experts will be responsible for preparing recommendations for the Committee for their examination and possible approval. The Coordinator shall be invited to the Committee’s ordinary session when it examines projects recommended by the Panel of Experts.</b>	Former paragraph 15.3 IOS Evaluation § 199
	<b>16.5 Each project application should be assessed by two experts using the evaluation forms provided by the Secretariat. No expert should assess a project from his/her country.</b>	Decision 3.IGC 5 § 7
<b>Selection and approval of requests</b>	<b>Selection and approval of requests</b>	
15. Requests are selected as follows:	<del>15. Requests are selected as follows:</del>	

15.1 at the national level, the National Commissions or other official channels designated by the Parties shall ensure that projects are relevant, meet the country's needs, and have been subject to consultation among stakeholders;	<del>15.1 at the national level, the National Commissions or other official channels designated by the Parties shall ensure that projects are relevant, meet the country's needs, and have been subject to consultation among stakeholders;</del>	Moved to new § 12.3
15.2 upon receiving the requests, the UNESCO Secretariat will perform a technical evaluation to ensure that the applications are complete and therefore admissible;	<del>15.2 upon receiving the requests, the UNESCO Secretariat will perform a technical evaluation to ensure that the applications are complete and therefore admissible;</del>	Moved to new § 13.4
15.3 an expert panel will be appointed for a two-year period by the Committee, drawn from a database of experts proposed by States Parties. The panel will be selected on the basis of criteria of equitable geographical distribution, representation, as well as complementarity of expertise. It will be responsible, after a technical examination of the programmes/projects, for preparing recommendations for the Committee in view of the examination of the programmes/projects by it. As a rule, the experts will consult electronically.	<del>15.3 an expert panel will be appointed for a two-year period by the Committee, drawn from a database of experts proposed by States Parties. The panel will be selected on the basis of criteria of equitable geographical distribution, representation, as well as complementarity of expertise. It will be responsible, after a technical examination of the programmes/projects, for preparing recommendations for the Committee in view of the examination of the programmes/projects by it. As a rule, the experts will consult electronically.</del>	Moved to new § 16 and 16.4
	<b><i>Recommendations by the Panel of Experts</i></b>	
	<b><i>17. The Panel of Experts shall undertake an evaluation of funding requests it receives from the Secretariat, using the official evaluation tools and taking into account the overall objectives of the IFCD.</i></b>	
	<b><i>17.1 The Panel of Experts can recommend to the Committee:</i></b>	
	<b><i>17.1.1 a list of projects to be funded within the limits of the funds available;</i></b>	Decision 4.IGC 10A § 15
	<b><i>17.1.2 only projects that receive at least 75% of the maximum number of points attributable;</i></b>	Decision 4.IGC 10A § 13 f)
	<b><i>17.1.3 only one project per beneficiary;</i></b>	Decision 4.IGC 10A § 13 c)

	<b>17.1.4 if applicable, adapted amount of funds attributed to projects and activities from the IFCD with accompanying explanation(s).</b>	Decision 4.IGC 10A § 13 b)
	<b>17.2 The Secretariat shall make available online four weeks before the Committee session all project files, their evaluation and recommendation by the Panel of Experts.</b>	Decision 5.IGC 7 § 5
<b>Decision-making of the Committee</b>		
	<b>18. The Committee shall examine and approve projects at its ordinary session each year.</b>	
16. To facilitate the decision-making of the Committee, the recommendations of the expert panel will be accompanied by a detailed presentation, including:	<b>19.</b> To facilitate the decision-making of the Committee, the recommendations of the <b>Panel of Experts</b> expert panel will be accompanied by a detailed presentation, including:	
16.1 a brief summary of the programme/project presented in the request;	<b>19.1</b> a brief summary of the programme/project presented in the request;	
16.2 the potential impact and expected results;	<b>19.2</b> the potential impact and expected results;	
16.3 an opinion on the amount to be financed from the Fund;	<b>19.3</b> an opinion on the amount to be financed from the Fund;	
16.4 the relevance/appropriateness of the programme/project to the objectives of the Convention as well as to the fields of activity of the Fund (paragraphs 4 to 7 included);	<b>19.4</b> the relevance/appropriateness of the programme/project to the objectives of the <del>IFCD Convention</del> as well as to the <del>fields of activity</del> <b>areas of intervention</b> the <del>IFCD Fund</del> (paragraphs 4 to 7 included);	
16.5 an assessment of the feasibility of the programme/project proposed, the relevance and effectiveness of its modalities of execution, as well as the expected structural impacts, where appropriate.	<b>19.5</b> an assessment of the feasibility of the programme/project proposed, the relevance and effectiveness of its modalities of execution, as well as the expected structural impacts, where appropriate;	
	<b>19.6 an analysis of the sustainability of the project, reflecting the level of ownership demonstrated by the beneficiaries, plans for longer-term expected results that go beyond the output level, as well as the potential of projects to produce structural effects or put in place measures/create conditions for future structural effects to take hold;</b>	IOS Recommendations 10 and 13 IOS Evaluation § 124

	<b>19.7 an assessment as to the innovative nature of the project;</b>	IOS Evaluation § 64, § 243
	<b>19.8 an assessment of how the project promotes gender equality.</b>	IOS Recommendation 14
	<b>Monitoring</b>	
	<b>20. UNESCO shall provide systemic and risk-based project monitoring with adequate human and financial resources to identify and address project implementation challenges and to ensure project sustainability. This monitoring system shall be based on short and long term objectives and SMART<sup>4</sup> indicators.</b>	IOS Recommendations 7 and 10 IOS Evaluation § 89
	<b>21. All relevant UNESCO Field Offices shall designate a focal point to cooperate with the Secretariat in ensuring ongoing monitoring of IFCD projects, their complementarity and synergies with UNESCO's other work at the country level. The involvement of UNESCO Field Offices should also facilitate the establishment of contacts and sharing of experiences between IFCD project partners and potential future donors.</b>	IOS Recommendations 12, 22, 29 IOS Evaluation § 129
<b>Evaluation</b>	<b>Evaluation</b>	
	<b>22. An evaluation and audit of the IFCD shall be carried out at the request of the Committee and/or the Conference of Parties.</b>	

<sup>4</sup> Specific, Measurable, Achievable, Relevant and Timed.

<p>17. Any programme/project may be evaluated ex-post facto at the request of the Committee with regard to its efficiency, and the achievement of its objectives relative to the resources spent. Evaluation of funded programmes/projects should present lessons learned, as well as the impact of these programmes/projects on cultural policies. The evaluation should showcase how experience gained could benefit other projects, with a view to compiling a knowledge base of best practices. Evaluation should be undertaken systematically for programmes/projects submitted in the pilot phase of implementation of these guidelines (see paragraph 5 above).</p>	<p><b>23. In addition</b>, any programme/project may be evaluated ex-post facto at the request of the Committee with regard to its efficiency, and the achievement of its objectives relative to the resources spent. Evaluation of funded programmes/projects should present lessons learned, as well as the impact of these programmes/projects on cultural policies <b>strengthening and/or fostering the emergence of dynamic cultural industries</b> in developing countries. The evaluation should showcase how experience gained could benefit other projects, with a view to compiling <b>and disseminating</b> a knowledge base of best practices <b>on the Convention knowledge platform</b>. Evaluation should be undertaken systematically for programmes/projects submitted in the pilot phase of implementation of these guidelines (see paragraph 5 above).</p>	<p>IOS Recommendation 15 IOS Evaluation § 147</p>
<p>19. Under the Financial Regulations applicable to the Special Account for the Fund, the UNESCO Comptroller is responsible for maintaining the Fund's accounting records and submitting the annual accounts to the UNESCO External Auditor for audit.</p>	<p><b>24.</b> Under the Financial Regulations applicable to the Special Account for the Fund, the UNESCO Comptroller is responsible for maintaining the <b>IFCD's Fund's</b> accounting records and submitting the annual accounts to the UNESCO External Auditor for audit.</p>	
<p><b>Reporting</b></p>		
<p>18. The applicants shall submit a mandatory descriptive, analytical and financial report on the execution of the programme/project and the realization of expected results. The report must be presented to the Secretariat six months after the conclusion of the project/programme as foreseen within the time frame. No financial contributions for new projects will be allocated to applicants who have not submitted this report.</p>	<p><b>25.</b> The applicants <b>beneficiaries</b> shall submit a mandatory descriptive, analytical and financial report on the execution of the programme/project and the realization of expected results <b>to the Secretariat</b>. The report must be presented <b>using the reporting forms provided by the Secretariat in order for the beneficiary to receive its final payment</b> six months after the conclusion of the project/programme as foreseen within the time frame. No financial contributions for new projects will be allocated to <b>beneficiaries</b> applicants who have not <b>received their final payment</b> submitted this report.</p>	